

**MICHIGAN DEPARTMENT OF CIVIL SERVICE**  
**JOB SPECIFICATION**  
**BUILDING TRADES SUPERVISOR**

**JOB DESCRIPTION**

Employees in this job coordinate and direct the work of subordinate staff in a variety of repairs or maintenance of state buildings. The work requires considerable knowledge of the principles, building codes, and materials of two or more trades, supervisory techniques, and personnel policies and procedures.

There is one classification in this job.

**Position Code Title – Building Trades Supervisor-1**

**Building Trades Supervisor 11**

The employee serves as a first-line supervisor directing the work of work of subordinate trades staff.

**JOB DUTIES**

**NOTE:** The job duties listed are typical examples of the work performed by positions in this job classification. Not all duties assigned to every position are included, nor is it expected that all positions will be assigned every duty.

Selects and assigns staff, ensuring equal employment opportunity in hiring and promotion.

Coordinates activities by scheduling work assignments, setting priorities, and directing the work of subordinate employees.

Evaluates and verifies employee performance through the review of completed work assignments and work techniques.

Identifies staff development and training needs and ensures that training is obtained.

Ensures proper labor relations and conditions of employment are maintained.

Maintains records, prepares reports, and composes correspondence relative to the work.

Makes requisitions and/or purchases supplies, materials, and tools.

Confirms work specifications with building codes.

Estimates cost of materials needed to accomplish tasks.

Studies blueprints and diagrams to plan materials and labor needed to accomplish tasks.

Inspects buildings and construction sites to determine materials and labor needs by visual observation, gauges, meters, and other test devices.

Conducts surveys and research to determine program needs and to develop more effective policies, practices, and procedures.

Performs related work that is appropriate to the classification as assigned.

### **JOB QUALIFICATIONS**

#### **Knowledge, Skills, and Abilities**

Some knowledge of selection techniques and good interview practices.

Some knowledge of training and supervisory techniques.

Some knowledge of laws, policies, guidelines, and principles of equal employment opportunity and affirmative action.

Some knowledge of employee policies and procedures.

Some knowledge of labor relations and appropriate labor contracts.

Thorough knowledge of the standard methods, practices, tools, and equipment of the various building trades.

Thorough knowledge of construction methods.

Thorough knowledge of the occupational hazards and safety precautions of the building trades.

Ability to instruct and supervise employees and facility residents.

Ability to plan and design projects.

Ability to work from sketches, blueprints, and manuals.

Ability to monitor and evaluate programs and organizational performance in order to assess efficiency and effectiveness.

Ability to maintain favorable public relations.

**Working Conditions**

Some jobs require an employee to be exposed to inclement weather conditions.

Some jobs require an employee to work outdoors as well as in an office or a laboratory.

Some jobs require travel.

Some jobs require an employee to be exposed to hazardous work environments.

Some jobs require an employee to work in an environment that involves exposure to unpleasant and noxious fumes and odors.

Some jobs require direct contact with prisoners and patients.

Some jobs are located in a correctional facility, mental health facility, social services agency, or hospital facility.

Some jobs require an employee to work in tunnels and crawl spaces.

Some jobs require an employee to work under extreme hot or cold weather conditions with extreme dust or dirt.

Some jobs require an employee to work on high structures.

**Physical Requirements**

The job duties require an employee to bend, stoop, reach, or stand, extended periods.

The job duties require an employee to climb ladders.

**Education**

Educational level typically acquired through completion of high school.

**Experience**

One year of experience equivalent to a crew leader in a recognized skilled trade.

OR

Two years of experience equivalent to the experienced level in a recognized skilled trade.

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**Special Requirements, Licenses, and Certifications**

The Department of Corrections will not hire individuals who have been convicted of a felony or who have felony charges pending, in accordance with Public Act 140 of the Public Acts of 1996. This law does not apply to individuals employed by the Department of Corrections prior to March 25, 1996.

**NOTE:** Equivalent combinations of education and experience that provide the required knowledge, skills, and abilities will be evaluated on an individual basis.

**JOB CODE, POSITION TITLES AND CODES, AND COMPENSATION INFORMATION**

<b><u>Job Code</u></b>	<b><u>Job Code Description</u></b>
BLDTRDSPV	Building Trades Supervisor

<b><u>Position Title</u></b>	<b><u>Position Code</u></b>	<b><u>Pay Schedule</u></b>
Building Trades Supervisor-1	BLDTSPV1	NERE-069
Building Trades Supervisor-1 (PP)	BLDTSPV1	NERE-017P

ECP Group 3  
Revised 12/11/00  
MB/VLWT